

# EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: <b>T-025</b>	Page: <b>1</b>	of: <b>1</b>
Title: <b>Course Approval Request Changes</b>		
Regulatory Authority: <b>12VAC5-31-1400</b>		
Date of Issue: <b>December 31, 2003</b>	Effective Date: <b>March 1, 2005</b>	

- A. The Course Coordinator will be responsible for submitting to the Office in writing any request to make changes in the information submitted on the "[Course Approval Request](#)" form to include; but not limited to; the:
1. Course BEGIN and/or END dates.
  2. Course content (didactic or skills subject matter).
  3. Contact hours per subject topic.
  4. Course Coordinator.
    - a. Must include justification for change and signatures of both the old and new Course Coordinators.
  5. Physician Course Director.
    - a. Must include justification for change and signatures of both the old and new Physician Course Directors.
- B. Instances where the current Course Coordinator or Physician Course Director is not available will be addressed on a case-by-case basis.
- C. The Office will review the request and notify the Course Coordinator and the Physician Course Director of any acceptance or denial of the change(s) submitted.